

CEA *CAREER EXECUTIVE ASSIGNMENT*



**The California Department of Fish & Game
invites you to apply for a
Career Executive Assignment**



**for ASSISTANT DEPUTY DIRECTOR,
FISCAL, CEA 1**

FINAL FILING DATE – DECEMBER 26, 2008
(Application must be received by 3:00 p.m. on this date)
SALARY RANGE: \$6,173 - \$7,838

**Our employees are committed to managing and protecting California's
diverse wildlife and the habitats upon which they depend.**

POSITION INFORMATION

Major Duties and Responsibilities:

The Assistant Deputy Director, Fiscal, under the general direction of the Deputy Director, Administration, directs the statewide operation of the Department of Fish and Game's (DFG's) Accounting Services, Budget, and License and Revenue Branches; and develops and administers DFG's fiscal policies and procedures.

Additionally the Assistant Deputy Director, Fiscal:

- Manages fiscal resources and develops strategies to improve budget efficiency and alternative funding sources.
- Provides guidance, training, and direction to departmental management on a variety of fiscal issues and establishes standards to ensure that managers are fiscally responsible.
- Provides advice to the Executive Team and the Deputy Director, Administration on policies impacting the administrative functions of accounting, budgets, fiscal systems, and licensing; provides day-to-day policy decisions on operating procedures, implementation of programs, and management techniques impacting the fiscal direction of DFG.
- Represents DFG before the Legislative Analyst's Office, Legislative Consultants, and the Department of Finance.
- Coordinates and consults with the State's control agencies, legislative staff, and others to facilitate implementation of DFG programs.
- Achieves the goals and objectives of DFG's strategic plan and priority initiatives.
- May serve in the absence of the Deputy Director, Administration with regards to policy decisions and administrative operations.
- Utilizes strong written, oral and interpersonal communication skills to ensure continuing team development within DFG and inspires the use of these skills by staff.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Minimum Qualifications for Admittance:

EITHER I: Must be a civil service employee with permanent civil service status.

OR II: Must be employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III: Must be employed by the Executive Branch for at least two consecutive years in a non-elected status as defined in Government Code Section 18992.

Applicants must have the ability to perform high administrative and policy influencing functions effectively. Such overall ability requires possession of most of the more specific knowledge and abilities listed under "scope of examination".

Scope of Examination:

Knowledge of:

The organization and functions of California State Government including that of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.

Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

The knowledge and abilities are expected to be obtained from the following kinds of experience:

Supervisory/administrative experience in a line or staff activity, including execution and/or evaluation of program policies.

(The above experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

EXAMINATION INFORMATION

Type of Examination:

This examination consists of an application, Statement of Qualifications and resume' (if included) screening process with examination interviews conducted, if necessary, for those applicants meeting the pre-determined screening criteria listed below. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director may conduct hiring interviews before a selection is made.

APPLICANTS ARE REQUIRED TO ATTACH A "STATEMENT OF QUALIFICATIONS" TO THEIR APPLICATION NOT TO EXCEED TWO PAGES. THE STATEMENT SHOULD CLEARLY INDICATE "STATEMENT OF QUALIFICATIONS" AT THE TOP OF THE PAGE.

INCLUDE IN YOUR STATEMENT OF QUALIFICATIONS SPECIFIC EXAMPLES OF YOUR EXPERIENCE THAT DEMONSTRATES EACH OF THE FACTORS INCLUDED IN THE SCREENING CRITERIA. PLEASE NOTE THAT THE EXAMPLES YOU PROVIDE IN THE STATEMENT OF QUALIFICATIONS MAY BE THE ONLY TOOL USED FOR DETERMINING YOUR FINAL SCORE AND RANK ON THE ELIGIBLE LIST.

APPLICANTS NOT SUBMITTING A STATEMENT OF QUALIFICATIONS WILL BE DISQUALIFIED FROM THE EXAMINATION. A RESUME DOES NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

Applications/Resumes require employment history information including "to" and "from" dates (month/day/year), time base, and civil service class titles (if applicable).

Screening Criteria:

- Knowledge of the State's fiscal process.
- Demonstrated high level of technical and detailed experience in the State's financial and fiscal management, budget, and accounting process.
- Demonstrated administrative experience in formulating, implementing, and evaluating program policies.
- Demonstrated leadership skills.
- Knowledge of DFG programs, policies, procedures, and overall mission.
- Experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders.
- Knowledge of program evaluation and development.
- Managerial/supervisory experience directing professional and administrative staff.
- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.

Length of List Eligibility:

The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. However, the Department may elect to consider new applicants in addition to those previously screened.

HOW TO APPLY FOR THIS EXAMINATION

Where to Apply:

The State Examination Application (Form STD 678) and Statement of Qualifications **MUST BE RECEIVED BY 3:00 P.M. ON DECEMBER 26, 2008. APPLICATIONS RECEIVED AFTER THAT DATE AND TIME, REGARDLESS OF POSTMARKED DATE will not be accepted. Faxed and emailed applications are not accepted.** Resumes are optional; ***Statement of Qualifications required.***

Applications and Statement of Qualifications may be filed in person or by mail at:
Department of Fish and Game
Attention: Exam Unit
1416 Ninth Street, Room 1217B
Sacramento, CA 95814

How to Get an Application:

Obtain a State Examination Application (Form STD 678) at Employment Development Department (EDD) offices, at Department of Fish and Game offices, or you can download one from the web at www.spb.ca.gov/jobs/stateapp_adobe.htm

Accommodations for Persons with Disabilities:

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". The Exam Unit will contact you to make specific arrangements.

QUESTIONS?

If you have any questions concerning this CEA examination or the testing process, please contact Maria Luna, Personnel Analyst with the Department of Fish and Game, Human Resources Branch at (916) 653-8120.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the Department's needs if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.